

# Using This Course

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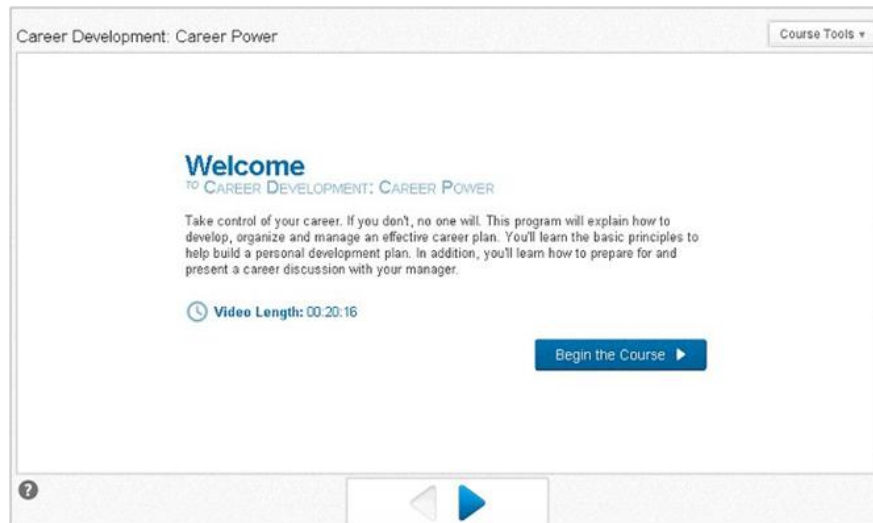
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## The Overview Page

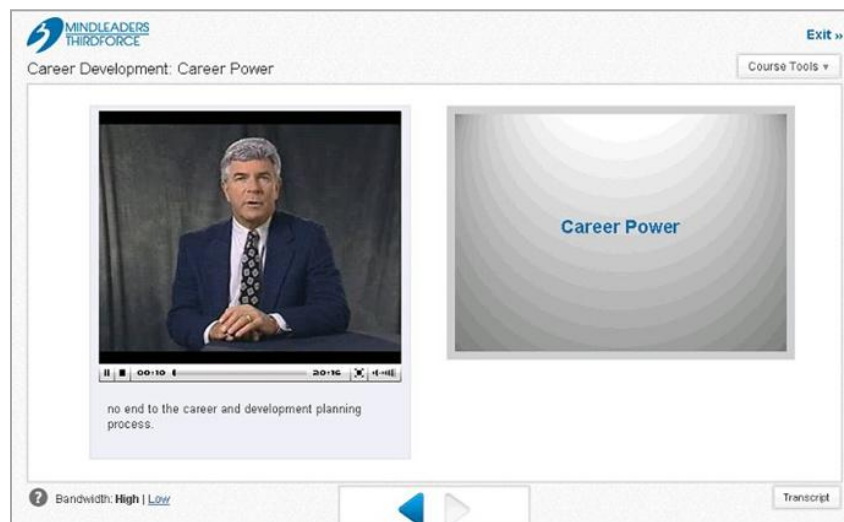
When you first enter a course, the Overview page is displayed. The Overview page describes the program's content and the length of the video. To begin the course, click the Begin the Course button.



## The Video Page

The first time you access a course, the video plays from the beginning. If you've previously viewed the video, it begins from where you left off.

The controls on the Video page let you easily start, stop and pause the video and control the volume. As you watch the video, you can follow along with the synchronized slides and closed-caption transcript.

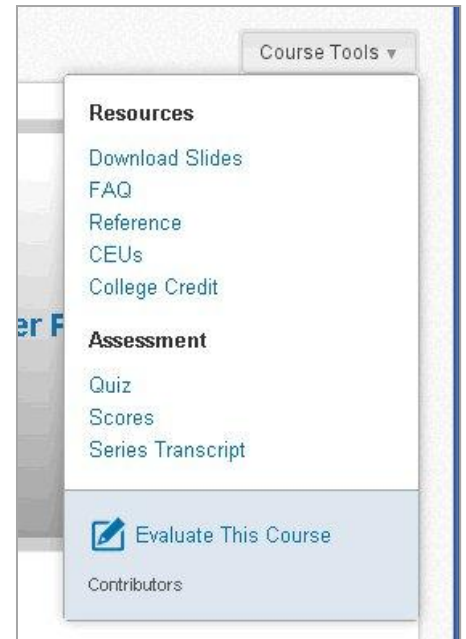


## Using the Course Tools

Click the Course Tools button in the upper right corner of the window to view the various features available to you while you are taking a course. Click the Course Tools button again to close the Course Tools.

To access a particular feature, click the appropriate link. The information will display in a new browser window.

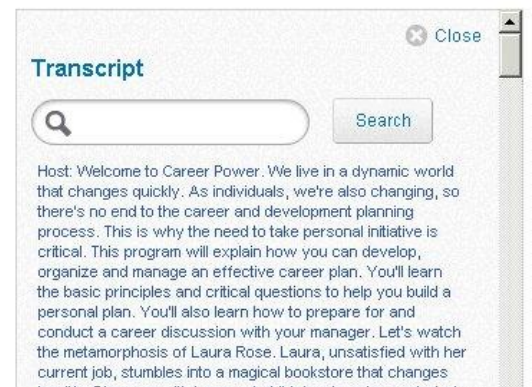
Note that not all features are available in all courses.



## Using the Transcript

Click the Transcript button in the lower right corner or press T to view the transcript, this is the entire dialogue script of the course video. Each line is linked directly to the video. You can click on any transcript link to go directly to that point of the video.

To search the transcript, enter the word or phrase you want to find and click the Search button. Text is bolded in the transcript wherever your search term is found.



## Using the FAQ




Click FAQ in the Course Tools or press F to display the Frequently Asked Questions page. Click on a question to reveal its answer. Click on the question again to conceal its answer.



## Answering Questions

Some courses contain popup questions designed to help you assess your understanding of the topic. The video will pause automatically when a popup question is displayed.

After you've selected your answer to a question, click [Submit](#). The following visual elements are part of the feedback to your answer. After you have finished a question, click the Close button to close the question window and continue watching the video.

This icon...	Indicates that your answer is...
	Correct.
	Not correct.
	Not correct and that you have another try. Use the hint to help with your second try.

## Taking the Quiz


Some courses contain a quiz, which consists of five questions about the course content. To open the quiz, click Quiz in the Course Tools or press Q. The quiz will open in a new browser window.

**Quiz: Question 1 of 5**

### Think About It

Of the following actions, which would be most beneficial to a career development plan?

- ☐ A Seeking feedback from your mentor.
- ☐ B Seeking feedback from one reliable co-worker.
- ☒ C Seeking feedback from multiple sources.



That's right. Seeking feedback from multiple resources is beneficial to career development plans. Valuable feedback will enable you to learn and stay on top of

After you answer each question, click the Next Question button in the lower right corner of the window to continue. Use the Close button in the lower right corner to close the quiz after you've answered all the questions.

## Viewing Your Scores

In courses that contain questions, click Scores in the Course Tools or press S to view your scores. In courses that do not contain questions, click Course Progress in the Course Tools to view your progress in the course and obtain a certificate. The Scores (or Course Progress) page opens in a new browser window. Your scores are shown after you've answered all questions in the quiz. Depending on your course administrator's settings, a Certificate button is displayed if you've also scored at mastery level or above on the quiz and you've viewed the video in its entirety. Click the Certificate button to print a Certificate of Mastery.

### Scores

You can receive a Certificate of Mastery for this course after you've viewed the video in its entirety and mastered the popup questions and quiz. The table below shows your progress on the questions and quiz. Scores are shown after you've answered **all** the popup and quiz questions. A checkmark (✓) in the Mastery column indicates that you've scored the Mastery level of 70%.

**Congratulations**, you have completed this course and answered all questions at a mastery level. Click the Certificate button below to view your Certificate of Mastery.

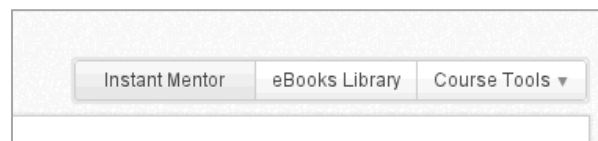
Course: Career Development: Career Power      Name: Jim Rubino (rubino)

Mastery	Question Type	Score
✓	Popup Questions	—
✓	Quiz	100%

[Certificate](#)      Overall Score: 100%

## Using Instant Mentoring

Instant Mentoring gives you immediate answers to questions you have while taking a course. Click the Instant Mentor button in the upper right corner of the window to open the Instant Mentoring classroom:



The classroom opens in a new window. Type your question in the question window and click the Send button. Your questions and the mentor's responses appear above.



## Instant Mentoring

Talking with Benoit

Connect time: 15:07:1  
Session duration: 01:3

In room MSAccess

Welcome Jim .  
Benoit has joined the room  
Benoit:  
Hello, Jim! How may I help you today?  
Jim:  
Hi.



Microsoft Access all releases

[Email Transcript](#)  
[Print](#)  
[Copy to Clipboard](#)  
[Exit](#)

Size: T<sub>12</sub> B I U ☺

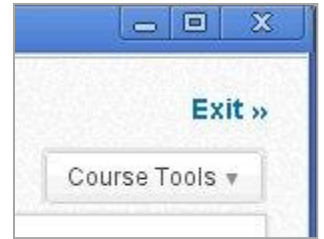
[Send](#)

Powered by Global Mentoring

## Exiting the Course

To exit a course, click Exit in the top right corner of the course window. To ensure your progress is recorded, do not exit a course by closing the browser window.

The next time you take the course, the video will begin where you left off.



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